

## Minnesota Public Library Annual Report, 2018 Worksheet

Please complete your report using data/information for January 1 through December 31, 2018, unless otherwise specified. Financial data should be reported for the fiscal year which ended in calendar year 2018. New indicates a DATA ELEMENT that is new for 2018.

Please note that this document reflects the online submission data elements for both library administrative entities (headquarters) and library outlets (branches). There are some fields that request information at the administrative entity level only and some that request only library outlet information. Information entered at the outlet level will usually 'roll up' into a total for the administrative entity. When this is the case, the data element for the administrative entity data element will be locked. Data elements that collect outlet level information use an "m" as part of the field code (e.g. P06m). In the case of a single-library location, the library is both the administrative entity and the library outlet and data will be reported within both.

Please contact State Library Services to update information in data elements that are pre-filled and locked.

### GENERAL INFORMATION

G01) Library Name
G02) Regional System/Sequence Number
G03) Regional Public Library System
G04) Street Address
G05) Location is a change from previous year
G06) City
G07) ZIP Code
G08) Mailing Address
G09) City
G10) ZIP Code
G11) County
G12) Phone
G13) Library Web Address
G14) Director's Name
G15) Director's Phone
G16) Director's Extension
G17) Director's E-mail Address

### Report Filer

G18) Name of Person Who Prepared the Public Library Report
G19) Phone
G20) E-mail

### IMLS Administrative Entity Codes

G21) Interlibrary Relationship Code
G22) Legal Basis Code
G23) Administrative Structure Code
G24) IMLS Public Library Definition
G25) Geographic Code
G26) Did the legal service area boundary change?

## PUBLIC SERVICES INFORMATION

Data Element	Current Year	Previous Year
P01) Population of the Legal Service Area		
P02) Registered Users – Residents		
P03) Registered Users – Reciprocal		
P04) Total Registered Users – Automatic Tally		
P05) Last year Registered User Records Were Purged		
P06) Visits		
P07) Reference Transactions		
P08) Annual Public Internet Computer Sessions		
P09) Public Internet Computer Other Uses		
P10) Wireless Sessions		
P11) ILL Provided to Other Libraries		
P12) ILL Received from Other Libraries		

### Circulation

Data Element	Current Year	Previous Year
P13) Children's Circulation		
P14) Adult Circulation		
P15) Other Physical Media Circulation (No Audience Designation)		
P16) Total Physical Media Circulation		
P17) Downloadable E-books and E-serials Circulation		
P18) Downloadable Audio and Video Circulation		
P19) Total Downloadable Circulation		
P20) Total Circulation		

### Programs

Data Element	Current Year	Previous Year
P21) Children's Programs		
P22) Young Adult Programs		
P23) Adult Programs		
P24) Total Programs		

### Program Attendance

Data Element	Current Year	Previous Year
P25) Children's Program Attendance		
P26) Young Adult Program Attendance		
P27) Adult Program Attendance		
P28) Total Program Attendance		

### Successful Retrieval of Information from Electronic Collections

Data Element	Current Year	Previous Year
P29) Number of Information Retrievals from Electronic Collections		
P30) Electronic Content Use		
P31) Total Collection Use		

## Website Visits

New

Data Element	Current Year	Previous Year
P32 Website Visits		

## PUBLIC SERVICE HOURS

Data Element	Current Year	Previous Year
H08 Number of Public Service Hours in a Regular Week		
H09) Number of Public Service Hours in a Seasonal Week		
H10) Seasonal Dates		
H12) Total Public Service Hours per Year		

## FACILITIES

Data Element	Current Year	Previous Year
F01) Central Libraries		
F02) Branch Libraries		
F03) Bookmobiles		
F04) Supplementary Services		
F12) Staff Internet Computers		
F13) Public Internet Stationary Computers		
F14) Public Internet Mobile Devices for On-Site Use		
F15) Total Number of Public Internet Computers/Devices		
F22) Number of Outlets with Wi-Fi Available to Public		
F23) Number of Outlets with a Meeting Room		
F24) Non-Library Sponsored Events		

## STAFF INFORMATION

### Staff Full Time Equivalent

Data Element	Current Year	Previous Year
S01) Total ALA/MLS Librarians		
S02) Total Other Librarians		
S03) Total Librarians		
S04) Total Other Staff		
S05) Total Paid Employees		

### Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director		
S07) Library Director		
S08) Assistant Director		
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian		
S13) Technology Support		
S14) Library Support Staff		
S15) Administrative Support Staff		
S16) Pages		
S17) Do Any Library Staff Belong to a Union?		

## LIBRARY COLLECTION

Data Element	Current Year	Previous Year
C01) Print Materials (Books and Periodicals)		
C02) Audio Materials, Physical		
C03) Video Materials, Physical		
C04) Multi-format Materials		
C05) Other Physical Materials		
C06) Total Physical Materials		
C07) Print Serial Subscriptions		

Data Element	Current Year	Previous Year
C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable		
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable		
C10) Total Electronic Serial Subscriptions		
C11) Electronic Books Licensed Locally		
C12) Electronic Books Licensed Regionally		
C13) Electronic Books Licensed Statewide		
C14) Total Electronic Books		
C15) Audio Downloadable Units, Licensed Locally		
C16) Audio Downloadable Units, Licensed Regionally		
C17) Total Audio Downloadable Units		
C18) Video Downloadable Units, Licensed Locally		
C19) Video Downloadable Units, Licensed Regionally		
C20) Total Video Downloadable Units		
C21) Electronic Collections Licensed Locally		
C22) Electronic Collections Licensed Regionally		
C23) Electronic Collections Licensed via Other Cooperative Agreement		
C24) Total Licensed Electronic Collections Local/Regional/Other Cooperative Agreement		
C25) Electronic Collections Licensed Statewide		
C26) Total Licensed Electronic Collections		

## POLICIES/PLANS

Data Element	Current Year	Previous Year
D01) Strategic Plan		
D02) Disaster Plan		
D03) Policy Manual		
D04) Records Retention Schedule		
D05) Building Accessibility Plan		
D06) Technology Plan		
D07) Internet Acceptable Use Policy		

## OUTREACH SERVICES

Data Element	Current Year	Previous Year
Adult Basic Education		
Adult Literacy Organization		
Early Childhood Organization		
Correctional Facility		
Cultural Communities		
Service to Homebound		
School (K12)		
Senior-Centered Organization		
Workforce Development		
Youth Development Organization		
Arts Organization		
Disability Organization		
Homeschool Organization		
Veterans Organization		
Social Services Organizations		
Other		

**Community Partnerships**

Data Element	Current Year	Previous Year
O12) Does this library partner with one or more community organizations or groups in order to address a community need?		
O13a) Commnicative: O13b) Cooperative: O13c) Collaborative:		
O14) If Yes, does this library measure the impact on the community due to the partnership's efforts?		

**Volunteers**

Data Element	Current Year	Previous Year
O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?		
O16m) Number of Teen Volunteers		
17m) Number of Adult Volunteers		
O18m) Number of Teen Volunteer Hours		
O19m) Number of Adult Volunteer Hours		
O20) Total Number of Volunteers		
O21) Total Number of Volunteer Hours		

**Summer Learning Program**

Type(s) of summer learning programs
Intended age-groups for the program

## BOARD, FOUNDATION, FRIENDS

### Library Board Of Trustees

I01) Does this library have a governing Board?
I02) Are this library's trustees elected or appointed officials?
I03) Is this library's Board of Trustees the governing authority or advisory?

### Library Foundation

I04) Does This Library Have a Foundation?
I05) Foundation Name

### Library Friends

I06) Does This Library Have a Friends Group?
I07) Friends Group Name

## FINANCIAL DATA

### Operating Revenue

Data Element	Current Year	Previous Year
<b>LOCAL GOVERNMENT</b>		
<b>City</b>		
R01) City Direct		
R02) City Indirect		
R03) City Operating Revenue Total		
<b>County</b>		
R04) County Direct		
R05) County Indirect		
R06) County Total		
<b>Other Local Government</b>		
R07) Other Local Government Direct		
R08) Other Local Government Indirect		
R09) Other Local Government Operating Revenue Total		
R10) Total Local Government Operating Revenue		
<b>STATE</b>		
R11) Arts & Cultural Heritage Fund		
R12) Regional Library Basic System Support		
R13) Regional Library Telecommunications Aid		
R14) Other State		
R15) Total State Government Operating Revenue		
<b>FEDERAL</b>		
R16) Federal Library Services and Technology Act		
R17) Federal Direct		
R18) Federal Indirect		

Data Element	Current Year	Previous Year
R19) Total Federal Operating Revenue		
<b>OTHER</b>		
<b>Regional System</b>		
R20) Regional System Direct		
R21) Regional System Indirect		
R22) Regional System Operating Revenue Total		
<b>Multicounty, Multitype</b>		
R23) Multicounty, Multitype Direct		
R24) Multicounty, Multitype Indirect		
R25) Multicounty, Multitype Operating Revenue Total		
R26) Other Operating Direct		
R27) Other Operating Indirect		
R28) Other Operating Total		
R29) Total Regional; Multicounty, Multitype and Other Operative Revenue		
R30) Total Operating Revenue		

## Operating Expenditures

### Personnel Expenditures

Data Element	Current Year	Previous Year
E01) Salaries & Wages		
E02) Employee Benefits		
E03) Total Personnel Costs		

### Collection Expenditures

Data Element	Current Year	Previous Year
E04) Collection Expenditures Print Materials		
E05) Collection Expenditures Electronic Materials Electronic Books (E-books)		
E06) Collection Expenditures Electronic Collections		
E07) Collection Expenditures Electronic Materials Other Electronic Materials		
E08) Collection Expenditures Electronic Materials Expenditures Total		
E09) Collection Expenditures Other Materials Audio & Video Physical Materials		
E10) Collection Expenditures Other Materials Other Physical Materials		
E11) Collection Expenditures Other Materials Expenditures Total		
Collection Expenditures Physical Materials Total		
E12) Total Collection Expenditures		

### Other

Data Element	Current Year	Previous Year
E13) Other Operating Expenditures		
E14) Total Operating Expenditures		
E15) Expenditures Equal To or Less than Income?		



## Capital Revenue – Direct and Indirect

Data Element	Current Year	Previous Year
<b>LOCAL</b>		
<b>City</b>		
R31) City Direct		
R32) City Indirect		
R33) City Capital Revenue Total		
<b>County</b>		
R34) County Direct		
R35) County Indirect		
R36) County Capital Revenue Total		
<b>Other Local Government</b>		
R37) Other Local Government Direct		
R38) Other Local Government Indirect		
R39) Other Local Government Capital Revenue Total		
R40) Total Local Government Capital Revenue		
<b>STATE</b>		
R41) Library Construction Grant		
R42) Other State Capital Revenue		
R43) Total State Government Capital Revenue		
<b>FEDERAL</b>		
R44) Federal Government Capital Revenue Library Services and Technology Act		
R45) Federal Capital Direct		
R46) Other Federal Indirect Capital Revenue		
R47) Total Federal Government Capital Revenue		
<b>OTHER</b>		
<b>Regional System</b>		
R48) Regional System Direct		
R49) Regional System Indirect		
R50) Regional System Capital Revenue Total		
<b>Multicounty, Multitype</b>		
R54) Other Capital Direct		
R55) Other Capital Indirect		
R56) Other Capital Revenue Total		
R57) Total Regional, Multicounty Multitype and Other Capital Revenue		
R58) Total Capital Revenue		

## Capital Expenitures

Data Element	Current Year	Previous Year
EC01) Total Capital Expenditures		

## In-Kind

### In-Kind Operating Contributions

Data Element	Current Year	Previous Year
R59) In-Kind Operating Contributions City		
R60) In-Kind Operating Contributions County		
R61) In-Kind Operating Contributions All Other		
R62) Total In-Kind Operating Contributions		

### In-Kind Contributions by Expenditure Area

Data Element	Current Year	Previous Year
EKA01) Personnel		
EKA02) Collection		
EKA03) All Other Operating Expenditures		
EKA04) Total In-Kind Operating Contributions		

### In-Kind Capital Contributions

Data Element	Current Year	Previous Year
R63) In-Kind Capital Contributions City		
R64) In-Kind Capital Contributions County		
R65) In-Kind Capital Contributions All Other		
R67) Total In-Kind Capital Contributions		



*Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.*



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### PUBLIC SERVICES INFORMATION

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P03m) Registered Users – Reciprocal		
P04m) Total Registered Users – Automatic Tally		
P06m) Visits		
P07m) Reference Transactions		
P08m) Annual Public Internet Computer Sessions		
P09m)Public Internet Computer Sessions Other Uses		
P10m) Wireless sessions		

## Circulation

Data Element	Current Year	Previous Year
P13m) Children's Circulation		
P14m) Adult Circulation		
P15m) Other Physical Media Circulation (No Audience Designation)		
P16m) Total Physical Media Circulation		
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## Programs

Data Element	Current Year	Previous Year
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P22m) Young Adult Programs		
P23m) Adult Programs		
P24m) Total Programs		

## Program Attendance

Data Element	Current Year	Previous Year
P25m) Children's Program Attendance		
P26m) Young Adult Program Attendance		
P27m) Adult Program Attendance		
P28m) Total Program Attendance		

## PUBLIC SERVICE HOURS

Data Element	Current Year	Previous Year
H01m) Monday Hours		
H02m) Tuesday Hours		
H03m) Wednesday Hours		
H04m) Thursday Hours		
H05m) Friday Hours		
H06m) Saturday Hours		
H07m) Sunday Hours		
H08m) Number of Public Service Hours in a Regular Week		
H09m) Number of Public Service Hours in a Seasonal Week		
H10m) Seasonal Dates		
H11m) Number of Weeks Library is Open		
H12m) Total Public Service Hours per Year		

## FACILITIES

Data Element	Current Year	Previous Year
F05m) Outlet Type Code		
F06m) Number of Bookmobiles (outlet)		
F07m) Facility Type		
F08m) Square Feet		
F09m) Year Built		

Data Element	Current Year	Previous Year
F10m) Latest Year Remodeled		
F11m) Previous Year(s) Remodeled		
F12m) Staff Internet Computers		
F13m) Public Internet Stationary Computers		
F14m) Public Internet Mobile Devices for On-Site Use		
F15m) Total Number of Public Internet Computers/Devices		
F16m) Fiber Optic to Library Building		
F17m) Category 6 Wiring within Library?		
F18m) Optimum Internet Download Speed for Public Computers		
F19m) Typical Internet Download Speed for Public Computers		
F20m) Optimum Internet Upload Speed for Public Computers		
F21m) Typical Internet Upload Speed for Public Computers		
F22m) Number of Outlets with Wi-Fi Available to Public		
F23m) Meeting Room Available for Public Use		
F24m) Non-Library Sponsored Events		

## FULL TIME EQUIVALENT STAFF INFORMATION

Data Element	Current Year	Previous Year
S01m) Total ALA/MLS Librarians		
S02m) Total Other Librarians		
S03m) Total Librarians		
S04m) Total Other Staff		
S05m) Total Paid Employees		

## LIBRARY COLLECTION

Data Element	Current Year	Previous Year
C01m) Print Materials (Books and Periodicals)		
C02m) Audio Materials, Physical		
C03m) Video Materials, Physical		
C04m) Multi-format Materials		
C05m) Other Physical Materials		
C06m) Total Physical Materials		
C07m) Print Serial Subscriptions		

## LIBRARY FRIENDS

I06/I06m) Does This Library Have a Friends Group?
I07/I07m) Friends Group Name



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\*required data for federal report

